

Contract Code: 1853XP-Purchasing Goods and Services

Statement of Work: The Contractor shall provide the services and staff, and otherwise do all things necessary for, or incidental to the performance of work, as set forth below:

- a. All services below are only to be provided as authorized by Case Manager and in accordance with the Client's Person-Centered Service Plan. Additionally, all services listed below must be provided in a manner consistent with protecting and promoting the Client's health and welfare, and appropriate to the Client's physical and psychological needs.
- b. Duplicative services are not allowed for the same Client when other providers are performing the same or similar service(s).
- c. The Contractor may provide any or all of the following services when qualifications are met:

(1) **Community Transition Services:** The Contractor shall provide assistance to set-up non-recurring expenses and to assist with purchasing necessary household goods/items for Clients who are transitioning from an institutional setting to a living arrangement in a home-and-community-based setting where the Client is directly responsible for his or her own living expenses. Allowable expenses are those necessary to enable a Client to establish a basic household that does not constitute room and board and may include the following:

- (a) Security deposits that are required to obtain a lease on an apartment or home, including first month's rent;
- (b) Essential household furnishings and moving expenses required to occupy and use a community domicile, including furniture, window coverings, food preparation items, and bed/bath linens;
- (c) Set-up fees or deposits for utilities and/or service access, including telephone, electricity, heating, water, and garbage;
- (d) Services necessary for the Client's health and safety, such as pest eradication and one-time cleaning prior to occupancy;
- (e) Moving expenses; and
- (f) Activities to assess need, arrange for, and procure needed resources.

(2) **Purchasing:** Purchasing services must only be provided to eligible Clients as authorized in the Client's Person-Centered Service Plan. This also includes the purchasing of Assistive Technology Goods, Specialized Equipment and Supplies, or Household Goods for Community Transition Services. For Contractors who provide purchasing and payment services, the Contractor must:

- (a) Provide a written, itemized quote for the most appropriate and cost-effective goods to meet the Client's need;

- (b) Make purchases only after authorized by the Case Manager;
- (c) Not be reimbursed for any purchases that are not clearly authorized by the Case Manager;
- (d) Obtain input from Client before making purchases;
- (e) Provide paper or electronic receipts to Case Manager and verification that Client has received all purchased items prior to reimbursement;
- (f) Provide Case Manager with receipts and other documentation if items are returned or exchanged. If items are returned, Contractor must follow all procedures outlined in the ProviderOne billing and resource guide to return payment. The Contractor should also contact authorizing Case Manager;
- (g) Be responsible for arranging transportation/delivery of items to Client's appropriate location;
- (h) Be responsible to replace the goods if items are lost, stolen, or broken prior to providing the goods to the Client; and
- (i) Assist the Client in rectifying any unresolved issues associated with purchased goods.

(3) **Transportation:** Reimbursement for mileage driven for the acquisition of goods or services under this contract when the DDA client is in the vehicle with the provider. Transportation services must only be provided to eligible Clients as authorized in the Client Person-Centered Service Plan. The Contractor must:

- (a) Provide Clients with transportation who choose to participate in the purchase of assistive technology goods or household goods/items. The Contractor shall allow the Client's caregiver to accompany the Client at no extra cost if the Client needs assistance during the trip or at the destination. Transportation provided under this Contract shall not replace Transportation Services to medical care provided under the Medicaid transportation brokerage.
- (b) Be responsible for the entire performance of the Transportation Services in accordance with federal, state, and local ordinances, statutes, and regulations.
- (c) Maintain transportation records to document the dates, times, destinations, and distances of each Client's Transportation Services. Upon request, the Contractor shall make the records available to DSHS or DSHS/designee for review and audit.
- (d) For waiver participants, mileage reimbursement is authorized as waiver transportation per chapter 388-845-WAC. Mileage shall be paid at current State of Washington rates, as published by the Office of Financial Management, for miles driven while transporting one Client to a waiver service.

Consideration. Total consideration payable to Contractor for satisfactory performance of the purchasing of assistive technology, specialized equipment and supplies, or community transition goods, under this Contract shall be based on the following:

- (a) DSHS will only reimburse the Contractor for the number of units of service authorized and provided per client.
- (b) The Contractor shall be reimbursed \$10 per 15 minutes up to 4 units maximum (\$40.00) for time spent purchasing the item(s) authorized. The reimbursement rate includes administrative functions, such as record keeping, travel to work site, billing, and report development.
- (c) For other exceptional circumstances within DDA programs such as CFC, PASRR, and Waiver, the maximum of 4 units may be exceeded with prior approval by the DDA staff/PASRR assessor.
- (d) The Contractor shall be reimbursed for the actual cost of goods purchased as approved by DDA.
- (e) The Contractor shall be reimbursed for the set-up of non-recurring expenses for Clients who are transitioning from an institutional setting to a living arrangement in a home-and-community-based setting. This service is not available through PASRR.
- (f) If applicable for CFC and PASRR, this service may include transportation for the client to participate in the purchasing the item(s). The Contractor must meet qualifications for transportation as outlined on this contract under Provider Qualifications and Statement of Work (Transportation) section.
- (g) The rate established in this Contract is subject to change and does not require a contract amendment. The rates will be adjusted accordingly and incorporated into this Contract on the date the rate(s) become effective.